

RICHARDSON OIL AND GAS PROFESSIONAL SERVICE COURSES

OPEN COURSES	
1	5 DAY MBA IN OIL AND GAS
2	HEALTH, SAFETY AND ENVIRONMENT (HSE) COURSES
2a	<i>HSE MANAGEMENT: MAXIMISING PRODUCTIVITY</i>
2b	<i>OCCUPATIONAL HEALTH WORKPLACE SAFETY</i>
3	FINANCE & ADMINISTRATIVE MANAGEMENT
3a	<i>FINANCE FOR NON-FINANCE PERSONNEL</i>
3b	<i>FUNDAMENTALS OF MARKETING</i>
3c	<i>EFFECTIVE BUSINESS PERFORMANCE MANAGEMENT FOR MANAGERS/EXECUTIVES</i>
3d	<i>EMOTIONAL INTELLIGENCE FOR BUSINESS EXCELLENCE</i>
3e	<i>PROFESSIONAL ETIQUETTE</i>
3f	<i>BUSINESS COMMUNICATION: PROBLEM-SOLVING, REPORT WRITING AND PRESENTATION SKILLS</i>
4	VESSEL MANAGEMENT
5	SUPPLY CHAIN AND CONTRACT MANAGEMENT
6	<i>PURCHASING AND SUPPLY CHAIN MANAGEMENT</i>
7a	<i>CONTRACT MANAGEMENT</i>
7b	<i>STOCK AND INVENTORY MANAGEMENT</i>
8	PROJECT MANAGEMENT
9	FUNDAMENTALS OF PETROLEUM PRODUCTS PRICING AND METHODOLOGY
10	INTERNATIONAL OIL SUPPLY, TRANSPORTATION, REFINING AND TRADING
11	OIL AND GAS PRODUCTS CHAIN ECONOMIC VALUE AND MEASUREMENT
12	OIL AND GAS PROJECT MANAGEMENT
13	SHIP INSPECTION AND VESSEL HAULAGE
14	OIL AND GAS SUPPLY CHAIN MANAGEMENT FUNDAMENTALS
15	TECHNICAL & COMMERCIAL REGULATION OF DOWNSTREAM OPERATIONS
16	TECHNICAL AND COMMERCIAL REGULATIONS OF GAS
17	REACH TRUCKS AND BASKET LIFT TRAINING

CUSTOMIZABLE COURSES (SAFETY BESPOKE COURSES)

COURSES	
1	ALCOHOL, DRUG & SUBSTANCE ABUSE
2	BEHAVIOURAL HSE
3	BREATHING / GAS DETECTION APPARATUS
4	CATERING SAFETY
5	CDM REGULATIONS AND CONTROL OF CONTRACTORS
6	CONFINED SPACE REGULATIONS
7	CONTRACTOR EMPLOYEE HSE TRAINING – AWARENESS LEVEL
8	TRACTOR EMPLOYEE HSE TRAINING – APPRECIATION LEVEL
9	CONTRACTOR EMPLOYEE HSE TRAINING – SUPERVISION LEVEL
10	CORPORATE HEALTH AND SAFETY TRAINING
11	CORPORATE HEALTH, SAFETY AND ENVIRONMENTAL AWARENESS
12	DEFENSIVE DRIVING COURSE – ENHANCED
13	EFFECTIVE AND SAFE FORKLIFT OPERATIONS TRAINING
14	EFFECTIVE MANAGEMENT OF DOWNSTREAM OIL AND GAS BUSINESS
15	EMERGENCY RESPONSE – APPRECIATION
16	EMERGENCY RESPONSE – OIL/ CHEMICAL SPILLS
17	ENVIRONMENTAL PROTECTION/ POLLUTION CONTROL
18	FIRE FIGHTING – BASIC
19	FIRE FIGHTING – ADVANCED
20	FIRE SAFETY, EMERGENCY RESCUE AND FIRST AID TRAINING
21	FIRST AID – BASIC
22	FUNDAMENTALS OF HSE – SEMINAR
23	HAZARDS & EFFECTS MANAGEMENT
24	HAZARD AND OPERABILITY ADVANCED TRAINING
25	HEALTH AND SAFETY MANAGEMENT
26	HEALTH, SAFETY AND ENVIRONMENT INDUCTION TRAINING PROGRAM
27	HELICOPTER UNDERWATER ESCAPE
28	INCIDENT CLASSIFICATION, INVESTIGATION & REPORTING
29	INTERNATIONAL HSE WORKSHOP
30	LABORATORY SAFETY AND CHEMICAL HYGIENE
31	MANUAL HANDLING COURSE
32	MECHANICAL INTEGRITY FOR PROCESS SAFETY & RISK MANAGEMENT
33	PERMIT TO WORK SYSTEM
34	RIGGING SAFETY
35	RISK AWARENESS & PREVENTION

36	RISK ASSESSMENT
37	SAFE HANDLING/ HAZARD COMMUNICATION – CHEMICALS
38	STEP BACK FIVE BY FIVE TRAINING
39	SUPERVISING HSE
40	UNSAFE ACT AUDITING
41	WORKPLACE SAFETY COURSE

PROFESSIONAL SCRUM MASTERS/ PRELIMINARY HAZARD ANALYSIS COURSES

COURSES	
1	PSM 101: DESIGNING AND IMPLEMENTING AN EFFECTIVE PROCESS SAFETY MANAGEMENT SYSTEM
2	PHA 101: PRINCIPLES OF PROCESS HAZARDS ANALYSIS
3	PHA 201: PHA TEAM LEADER TRAINING
4	PSM 102: MANAGEMENT OF CHANGE FOR PROCESS SAFETY
5	PSM 103: MECHANICAL INTEGRITY FOR PROCESS SAFETY & RISK MANAGEMENT
6	PSM 104: RISK-BASED MECHANICAL INTEGRITY
7	PSM 110: RISK ANALYSIS AND DECISION MAKING

ADMINISTRATIVE COURSES (BESPOKE COURSES)

COURSES	
1	ADMINISTRATIVE PRINCIPLES, PROCESSES & PRACTICES
2	ACCOUNTING AND FINANCIAL MANAGEMENT
3	ASSERTIVENESS TRAINING FOR MANAGERS
4	BUDGETING AND BUDGETARY CONTROL
5	BUSINESS ETHICS
6	COMMUNICATION AND INTERPERSONAL SKILLS: A TRAINING FOR ICT AND TECHNICAL PROFESSIONALS
7	CONFLICT RESOLUTION
8	CONTRACT MANAGEMENT
9	CORPORATE PLANNING
10	CUSTOMER RELATIONSHIP MANAGEMENT
11	DECISION MAKING
12	DEVELOPING YOUR EMOTIONAL INTELLIGENCE
13	ESSENTIALS OF STRATEGIC ALLIANCES AND PARTNERSHIPS EXPANDING YOUR INFLUENCE: UNDERSTANDING THE PSYCHOLOGY OF PERSUASION
14	FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR ADMINISTRATIVE PROFESSIONALS

15	FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR ADMINISTRATIVE PROFESSIONALS
16	FUNDAMENTALS OF FORECASTING
17	FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT
18	GETTING RESULTS WITHOUT AUTHORITY
19	GREATER PRODUCTIVITY THROUGH IMPROVED WORK PROCESSES
20	HOW TO COMMUNICATE WITH DIPLOMACY, TACT AND CREDIBILITY
21	INCREASING TRAINING EFFECTIVENESS THROUGH EVALUATION
22	INTERPERSONAL AND LEADERSHIP SKILLS
23	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL
24	LABOUR-MANAGEMENT RELATIONS
25	LAUNCHING AND MANAGING STRATEGIC ALLIANCES AND PARTNERSHIPS
26	LEADERSHIP AND TEAM BUILDING WORKSHOP
27	MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS
28	MANAGERIAL CAPACITY BUILDING
29	MANAGING SUPPLIER PERFORMANCE MEASUREMENT, CERTIFICATION AND QUALITY IMPROVEMENT
30	NEGOTIATING TO WIN
31	PROJECT ECONOMICS
32	PUBLIC AND PRIVATE SECTOR AUDIT
33	RECRUITING, INTERVIEWING AND SELECTING EMPLOYEES
34	STRATEGY EXECUTION
35	TOTAL QUALITY CUSTOMER SERVICE SKILL
36	ESG AND SUSTAINABILITY BESPOKE COURSES
37	HSE TRAINING INDUCTION
38	HSE AWARENESS TRAINING
39	BASIC FIRST AND CPR TECHNIQUES

ASIS PROFESSIONAL SECURITY COURSES

1	PHYSICAL SECURITY PROFESSIONAL (PSP) ASIS INTERNATIONAL
2	MARITIME SECURITY
3	BASIC INDUSTRIAL SECURITY COURSES
4	CERTIFIED PHYSICAL SECURITY MANAGER (CPSM) ISO SEC
5	INFORMATION AN CYBER SECURITY AWARENESS

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION COURSES (ISO)

1	ISO 13485:2016 MEDICAL DEVICES QUALITY MANAGEMENT SYSTEM LEAD AUDITOR COURSE
2	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) LEAD AUDITOR COURSE
3	ISO 26000:2010 SOCIAL RESPONSIBILITY AUDITOR COURSE (GUIDANCE STANDARD)
4	ISO 31000:2018 RISK MANAGEMENT GUIDELINES AUDITOR COURSE
5	ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS) LEAD AUDITOR COURSE
6	ISO 22000:2018 FOOD SAFETY MANAGEMENT SYSTEM (FSMS) LEAD AUDITOR COURSE
7	ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM LEAD AUDITOR COURSE
8	ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM LEAD AUDITOR COURSE
9	ISO 14064-1:2018 GREENHOUSE GASES – ORGANIZATIONAL LEVEL (GHG INVENTORY)
10	ISO 37001:2016 ANTI-BRIBERY MANAGEMENT SYSTEM (ABMS) LEAD AUDITOR COURSE
11	ISO 37101:2016 SUSTAINABLE DEVELOPMENT IN COMMUNITIES – MANAGEMENT SYSTEM
12	ISO 37301:2021 COMPLIANCE MANAGEMENT SYSTEM LEAD AUDITOR COURSE
13	ISO 39001:2012 ROAD TRAFFIC SAFETY MANAGEMENT SYSTEM (RTSMS) LEAD AUDITOR COURSE
14	ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS) LEAD AUDITOR COURSE
15	ISO 50001:2018 ENERGY MANAGEMENT SYSTEM (ENMS) LEAD AUDITOR COURSE

16	ISO 55001:2014 ASSET MANAGEMENT SYSTEM (AMS) LEAD AUDITOR COURSE
17	ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) LEAD AUDITOR COURSE
18	ISO/IEC 42001:2023 ARTIFICIAL INTELLIGENCE MANAGEMENT SYSTEM (AIMS)

IOSH COURSES

1	WORKING SAFELY
2	MANAGING SAFELY
3	MANAGING OCCUPATIONAL HEALTH AND WELL-BEING
4	MANAGING SUSTAINABLY
5	SHE FOR CONSTRUCTION SITE MANAGERS
6	SHE FOR CONSTRUCTION SITE WORKERS

AIOSH COURSES

1	HEALTH, SAFETY AND ENVIRONMENT LEVELS 1, 2, AND 3
2	FIRE SAFETY AWARENESS AND PRINCIPLES
3	FOOD SAFETY
4	RISK ASSESSMENT
5	CPR/ AED
6	FIRST AID

NEBOSH COURSES

1	NEBOSH FIRE SAFETY
2	INTERNATIONAL GENERAL CERTIFICATE
3	INTERNATIONAL DIPLOMA IN ENVIRONMENTAL MGT
4	INCIDENT INVESTIGATION
5	IDP HEALTH AND SAFETY
6	PROCESS SAFETY MGT
7	ENVIRONMENTAL MGT CERTIFICATE

PMI & PRINCE 2

1.	CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM)
2.	PROJECT MANAGEMENT PROFESSIONAL (PMP)
3.	RISK MANAGEMENT PROFESSIONAL (RMP)
4.	PRINCE 2 FOUNDATION
5.	PRINCE 2 PRACTITIONER

HUMAN RESOURCE (HR) TRANSFORMATION USING ISO STANDARDS

1.	ISO 30403: HUMAN RESOURCE METRICS
2.	ISO 30405: GUIDELINES ON RECRUITMENT
3.	ISO 30408: HRM GUIDELINES ON HUMAN GOVERNANCE
4.	ISO 30409: HRM WORKFORCE PLANNING
5.	ISO 34010: HRM IMPACT OF HIRE METRIC
6.	ISO 30411: QUALITY OF HIRE METRIC
7.	ISO 30414: GUIDELINES FOR INTERNAL & EXTERNAL HUMAN CAPITAL REPORTING
8.	ISO 30415: DIVERSITY & INCLUSION
9.	ISO 30422: LEARNING AND DEVELOPMENT
10	ISO 30437: LEARNING AND DEVELOPMENT METRICS
11.	ISO 30402/ 30201: HUMAN RESOURCE MANAGEMENT SYSTEMS REQUIREMENTS

